



Web Site  
User Manual  
V1.63

# Contents.

|  |    |
|--|----|
| System Overview .....  | 3  |
| 1 Before Using The Website ð .....   | 4  |
| 1.1 Fleet information.....   | 4  |
| 1.2 Vehicle groups.....  | 4  |
| 2 Logging In .....   | 5  |
| 3 Selection Tabs .....   | 6  |
| 4 QuickView Screen .....   | 7  |
| 5 Depots Screen .....  | 8  |
| 5.1 The fuelling and fuel stock records audit trail.....   | 9  |
| 5.2 Fuel storage tanks.....  | 10 |
| 5.3 How to enter a fuel stock delivery onto the system.....  | 11 |
| 5.4 How to adjust the volume of fuel stored in a tank .....  | 12 |
| 5.5 How to enter a manual fuelling record onto the system .....  | 13 |
| 5.6 Pumps.....   | 14 |
| 6 Vehicle Groups Screen.....   | 15 |
| 7 Vehicles Screen .....  | 16 |
| 7.1 Sorting.....   | 16 |
| 7.2 Filtering .....  | 16 |
| 7.3 Viewing or editing the details of an existing vehicle .....  | 17 |
| 7.4 Assigning a new vehicle onto the system .....  | 18 |
| 7.5 Configurable vehicle details.....  | 18 |
| 7.6 Offsite fuel entry .....   | 20 |
| 8 User Groups.....   | 21 |
| 9 Users Screen .....   | 22 |
| 9.1 Sorting.....   | 22 |
| 9.2 Filtering .....  | 22 |
| 9.3 Viewing or editing the details of an existing user .....   | 23 |
| 9.4 Assigning a new user onto the system .....   | 24 |
| 9.5 Configurable user details.....   | 24 |
| 10 Administration Screen .....   | 25 |
| 10.1 Security .....  | 25 |
| 10.2 Fuelling data import .....  | 25 |
| 10.3 Fuelling data export .....  | 27 |
| 10.4 Transaction editor.....   | 28 |
| 11 Reports. ....   | 29 |
| 11.1 How to print a report or export into Excel .....  | 30 |
| 12 Frequently Asked Questions - FAQs.....  | 31 |
| 12.1 Why do pumps become disabled .....  | 31 |
| 12.2 Why has a vehicle been automatically locked out ?.....  | 31 |
| 12.3 There is a discrepancy between the actual tank stock and the system book<br>stock . what can cause this ? ..... | 32 |
| 12.4 How do I correct a discrepancy between the actual tank stock and the system<br>book stock ? .....               | 32 |
| 12.5 How do I tell the system about fuel deliveries ?.....   | 32 |
| 12.6 I've lost an ID tag and need to stop it being used . how do I do this ? .....                                   | 32 |
| 12.7 How do I transfer an existing vehicle to a new ID Tag ? .....   | 32 |
| 13 Appendix 1. ....  | 33 |
| 13.1 Fleet data gathering form.....  | 33 |
| 14 Appendix 2 . Report Examples.....   | 34 |
| 14.1 Transaction report .....  | 34 |
| 14.2 Vehicle fuel usage report .....   | 35 |
| 14.3 Pump throughputs report.....  | 36 |
| 14.4 Driver assignment report.....   | 37 |
| 14.5 Vehicle assignment report .....   | 38 |
| 14.6 Group fuel usage report.....  | 39 |
| 15 Appendix 3 .....  | 40 |
| 15.1 Transaction alarm codes.....  | 40 |

## System Overview

The Jigsaw Online Fuel Management System is made up of just two major components, the fuel island controller on your fuel island, and the Jigsaw web site. The fuel island controller manages all of the on-site control functions in response to information fed directly to it, in real time, from the web site.

The system makes full use of communication and Internet technology which is now taken for granted in most walks of life. Data is passed to and from the fuel island using the same technology as is used in mobile phones, so that there is no requirement for expensive cabling, and yard disruption. The Mobile Network links directly to the Internet so that data leaving the fuel island is reliably routed to the Jigsaw Website as it happens on site.

# 1 Before Using The Website ...

Before using the web site, it's important to gather the information on your fleet. Also, you need to decide what kind of reports you are going to need, and how the data gathered is going to be passed to the people who need it.

## 1.1 *Fleet information*

First, you need a list of all the vehicles you wish to be able to use the fuel island. In some fleets, the vehicle will only have a registration number, in some, just an allocated fleet number, some may have both. This primary identification will form the basis of your fleet listing. In addition to vehicles, you may have plant equipment which also requires fuel. To account for every drop of fuel running through your system, make sure that you include equipment such as lawn mowers, chain saws, tractors - even fuel cans.

Appendix 1 gives a typical layout for a data gathering sheet for your fleet. Fill in as many of the fields as possible.

## 1.2 *Vehicle groups.*

Once you have a current fleet listing, you need to decide on how reports on the fleet will be structured. Your fleet will have natural divisions in it such as make, type, use or department. You can define up to four divisions or groups for your fleet, each with unlimited entries. As an example, you may define one group as vehicle make, with categories such as Volvo, Scania, Leyland, Ford, the next as Vehicle Model, the next as Vehicle Type (eg Van, Tractor, Artic, Rigid, Plant). Even after this, there is still one spare !

Once you have decided on the vehicle groupings, add these to the vehicle list you created earlier.

## 2 Logging In

The Jigsaw Web Site is accessed through a standard web browser such as Windows Internet Explorer . Enter [www.jigsawm2m.com](http://www.jigsawm2m.com) into the browser address bar and then launch the browser.

A screen similar to the following will be displayed :

User Name:

Password:

To access your data, please enter your user ID and Password as indicated above.

Please change your password regularly and don't share it with anyone. If your log in fails, please check your user ID and password carefully.

Jigsaw have service partners across the UK, Ireland and in Mainland Europe. These partners are also skilled in pump and tank maintenance and installation giving you a complete support package. Please get in touch on the number below and we'll pass your details on.

If you have any problems, or have any suggestions on system improvements, please don't hesitate to get in touch on :

E-Mail : support@jigsawm2m.com,  
Phone 01942 621 786

Enter your User Name and Password and then click the **Log In** button. If you have not been issued with a user name and password, get in touch with your supplier as soon as possible, as you can't access the site without one.

Make a note of your User Name and Password here if security permits.

|           |                          |
|-----------|--------------------------|
| User Name | <input type="text"/>     |
| Password  | <input type="password"/> |

### 3 Selection Tabs

Across the top of all screens there is a tab bar containing the following selectable options :



On your system, any unused tabs will be greyed out+as shown above on the Users and User groups tabs.

The QuickView+tab is the default system page.

The Depots+ tab allows you to view the latest information regarding the fuelling depots being monitored. If your system monitors more than one fuelling depot then a pull down selection box allows you to switch views between depots.

The Vehicles+ tab is where you will input and maintain all vehicle details. This tab also gives access to the latest fuelling transactions for each vehicle.

The Vehicle Groups+ tab is where you set up the reporting groups for the vehicles. The Vehicle Groups should be decided on and set up before adding your fleet to the system.

The Users+tab is where driver information is input on to the system.

The User Groups+tab is where drivers can be grouped for reporting purposes.

The Administration+tab is where passwords are set up, and maintained. Third party fuelling information is also entered into the system here.

Finally, the Reports+tab is where you can generate and print out various reports on your fleet.

#### Note

The function of each of these tabbed pages is described further in the following pages.

## 4 QuickView Screen

Once you have logged in to the web site, you will be directed to the following screen :

Jigsaw online fuel management version 1.06. You are logged in as, s.finch [Logout](#)

[QuickView](#) [Depots](#) [Vehicles](#) [Vehicle Groups](#) [Users](#) [User Groups](#) [Administration](#) [Reports](#)

---

Fuel tanks at low stock level

| Depot          | Tank | Grade  | Description | Low Level | Current Level |
|----------------|------|--------|-------------|-----------|---------------|
| Bloggs Haulage | 1    | Diesel | Diesel Tank | 2000      | 0.00          |

---

Fuel tanks at re-order stock level

| Depot          | Tank | Grade   | Description | ReOrder Level | Current Level |
|----------------|------|---------|-------------|---------------|---------------|
| Bloggs Haulage | 2    | Gas Oil | Gasoil Tank | 5000          | 3000.00       |

---

Pumps out of service

| Depot          | Pump | Grade                |
|----------------|------|----------------------|
| Bloggs Haulage | 2    | Gas Oil (red Diesel) |

---

No data received in last 24 hours

| Depot          | FMU | Date/Time        |
|----------------|-----|------------------|
| Bloggs Haulage | 1   | 04/10/2008 17:57 |

---

Recent system log events

There are no events available to list

This is the QuickView screen. This screen will give you a brief overview of the current status of your system including any issues requiring immediate attention, such as low fuel stocks or pumps out of service.

You will notice that the main body of the screen consists of several status reports.

The first is a list of any fuel tanks which have fallen below their pre-assigned critical low stock level.

The second is a list of any fuel tanks which have fallen below their pre-assigned re-order level.

The third is a list of all pumps currently registered as being out of service.

The fourth is a list of all fuelling locations at which fuelling has not been registered within the previous 24 hours. This may indicate an issue with the communications link.

**Note :** If you are using the system to manage more than one site, then issues on all sites will be listed enabling you to manage many fuelling sites as simply as one.

Finally, there is a system activity log report. This may include stock deliveries, attempted use of locked out tags, unauthorised fuellings etc. This report may be filtered by both site and alarm priority. The report defaults to all sites and high priority alarms only.

## 5 Depots Screen

The Depots screen is split into two sections. The top section (shown below) gives a current status view of the site whilst the lower section provides an audit trail of fuelling and fuel stock records.

Jigsaw Web FM V.1-11. You are logged in as, s.finch [Logout](#)

[QuickView](#) [Depots](#) [Vehicles](#) [Vehicle Groups](#) [Users](#) [User Groups](#) [Administration](#) [Reports](#)

Select depot  
Bloggs Haulage

| Address   | Fuel storage tanks   | Pumps  |
|---|--|--|
| 89, Tomkins Lane<br>Andigton Lea<br>Bramsing<br>NE6 6TU<br><a href="#">Edit</a> | Tank : 1<br>Description : Diesel Tank<br>Fuel Grade : Diesel<br>Capacity : 46000<br>Re-Order : 5000<br>Low Level : 2000<br>Current Level : 24079.80<br>T/Gauge Level : Not Installed<br>Unit Price : 92.90<br><a href="#">Edit</a> | Pump : 1<br>Hose : 1<br>Fuel Grade : Diesel<br>Lifetime Total : 1386533.50<br>Period Total : 257126.10<br>PeriodStart : 13/03/2009 13:38<br>In Service : Yes<br><a href="#">Edit</a> |

[Stock delivery](#)  
[Stock adjustment](#)  
[Manual Fuel Input](#)

<< < > >>

This screen provides the depot details and also the current status of the fuel tanks and pumps. On a system monitoring multiple fuelling depots, the required depot is selected from the drop down list at the top left of the screen.

Use the paging buttons (shown below) to view the individual tank and pump details.

<< < > >>



## 5.1 The fuelling and fuel stock records audit trail

By default, the last 100 fuelling records for the selected depot are displayed as in the example below. The records may be filtered for individual pumps by selecting from the drop down list.

Switch view >>


All pumps

Latest transaction records

| Date/Time        | Pump      | Reg      | Fleet   | Odo    | Qty      | ! |
|------------------|-----------|----------|---------|--------|----------|---|
| 04/10/2008 17:57 | 2 Gas Oil | FP05 FFE | FLT0029 | 0      | 126.00   | L |
| 04/10/2008 16:51 | 1 Diesel  | K598 GPW | FLT0076 | 102669 | K 72.30  | L |
| 04/10/2008 16:20 | 1 Diesel  | OP54 AYT | FLT0055 | 681246 | K 395.50 | L |
| 04/10/2008 15:37 | 1 Diesel  | OP54 AYF | FLT0046 | 736711 | K 423.30 | L |
| 04/10/2008 15:33 | 2 Gas Oil | OP54 AYF | FLT0046 | 0      | 26.60    | L |
| 04/10/2008 14:13 | 1 Diesel  | UNKNOWN  | UNKNOWN | 1000   | 334.80   | L |
| 04/10/2008 14:11 | 2 Gas Oil | UNKNOWN  | UNKNOWN | 0      | 95.20    | L |
| 04/10/2008 13:44 | 2 Gas Oil | JF55 CNT | FLT0067 | 0      | 59.70    | L |
| 04/10/2008 13:41 | 1 Diesel  | JF55 CNT | FLT0067 | 521270 | K 286.70 | L |
| 04/10/2008 13:34 | 1 Diesel  | OP54 AYP | FLT0054 | 737317 | K 265.30 | L |
| 04/10/2008 12:38 | 1 Diesel  | UNKNOWN  | UNKNOWN | 1292   | 376.80   | L |
| 04/10/2008 12:34 | 2 Gas Oil | UNKNOWN  | UNKNOWN | 0      | 54.20    | L |
| 04/10/2008 12:28 | 1 Diesel  | OP54 AYC | FLT0043 | 663828 | K 308.50 | L |
| 04/10/2008 12:25 | 2 Gas Oil | OP54 AYC | FLT0043 | 0      | 16.40    | L |
| 04/10/2008 11:21 | 1 Diesel  | N1 EBY   | FLT0001 | 0      | 42.80    | L |
| 04/10/2008 11:15 | 2 Gas Oil | UNKNOWN  | UNKNOWN | 0      | 23.50    | L |
| 04/10/2008 09:32 | 2 Gas Oil | FP05 FFR | FLT0070 | 0      | 130.30   | L |
| 04/10/2008 08:58 | 2 Gas Oil | NP05 GJX | FLT0062 | 0      | 64.80    | L |
| 04/10/2008 08:55 | 1 Diesel  | NP05 GJX | FLT0062 | 627016 | K 230.60 | L |
| 04/10/2008 07:49 | 1 Diesel  | Y256 DFS | FLT0027 | 204923 | M 47.30  | L |

<< < > >>

Page 1 of 5

The final column of the fuelling records list (marked by ) may contain a 2 character alarm code to denote a record other than a standard fuelling record. A list of these codes may be found in appendix 3.

Clicking the Switch view button toggles the fuelling and fuel stock records. A typical fuel stock audit trail is shown below. The records may be filtered for an individual tank by selecting from the drop down list.

| Switch view >>                |           | All fuel tanks |          |          |        |          |               |
|-------------------------------|-----------|----------------|----------|----------|--------|----------|---------------|
| Fuel deliveries / adjustments |           |                |          |          |        |          |               |
| Date/Time                     | Tank      | Action         | Volume   | Level    | PPL    | Ref.     | Notes         |
| 07/07/2008 14:24              | 1 Diesel  | Delivery       | 25000.00 | 27711.40 | 110.50 | 12345    | good delivery |
| 02/07/2008 15:37              | 1 Diesel  | Delivery       | 1000.00  | 21529.10 | 110.50 |          | CS added      |
| 02/07/2008 15:37              | 2 Gas Oil | Delivery       | 1000.00  | 11938.80 | 60.50  |          | CS added      |
| 02/07/2008 15:37              | 2 Gas Oil | Delivery       | 1000.00  | 10938.80 | 0.60   |          | CS added      |
| 02/07/2008 15:37              | 1 Diesel  | Delivery       | 1000.00  | 20529.10 | 110.00 |          | CS added      |
| 02/07/2008 15:35              | 2 Gas Oil | Delivery       | 10000.00 | 9938.80  | 0.60   | CS added | CS added      |
| 02/07/2008 15:35              | 1 Diesel  | Delivery       | 20000.00 | 19529.10 | 1.10   |          | CS added      |
| <<                            |           | <              |          | >        |        | >>       |               |
| Page 2 of 2                   |           |                |          |          |        |          |               |

## 5.2 Fuel storage tanks

The information displayed is as follows :

|               |  |
|---------------|--|
| Tank          | The fuel tank number   |
| Description   | A meaningful description of the fuel storage tank.                               |
| Fuel Grade    | The fuel type stored   |
| Capacity      | The maximum storage capacity.  |
| Re-Order      | The volume below which a re-order alarm is triggered (See QuickView screen)      |
| Low Level     | The volume below which a low stock alarm is triggered (See QuickView screen)     |
| Current Level | The current volume of fuel in the tank   |
| T/Gauge Level | The volume of fuel monitored by a remote tank gauge (If fitted)                  |
| Unit Price    | The unit price (pence per litre) of the last fuel delivery entered into the tank |
| Updated       | The time at which the data was refreshed   |

Note : The Re-Order, Low Level and Current Level fields will be displayed in red if the current level falls below the configured alarm levels.

The Edit button allows you to modify the basic details of the tank as shown below. Click the Update button to save your changes or the Cancel button to discard them.

Jigsaw online fuel management version 1.06. You are logged in as, s.finch [Logout](#)

QuickView Depots Vehicles Vehicle Groups Users User Groups Administration Reports

---

Select depot  
Bloggs Haulage

Address  
89, Tomkins Lane  
Andigton Lea  
Bramsing  
NE6 6TU

Edit

Contact  
Name:  
Barry Bloggs  
Phone:  
01942 123456  
Mobile:  
07703 123456  
Email:  
barry@bloggshaulage.com

Edit  
Delete  
New

Fuel storage tanks

Tank : 1  
Description : Diesel Tank  
Fuel Grade : Diesel  
Capacity : 46000  
Re-Order : 5000  
Low Level : 2000  
Current Level: 1500.00  
T/Gauge Level : Not Installed  
Unit Price: 0.00

Update Cancel

<< < > >>

Stock delivery Stock adjustment

Pumps

Pump : 1  
Hose : 1  
Fuel Grade : Diesel  
Lifetime Total : 355020.20  
Period Total : 355020.20  
PeriodStart : 27/06/2008 13:36

Updated: 10/10/2008 09:46

Edit

<< < > >>

### 5.3 How to enter a fuel stock delivery onto the system

Clicking on the Stock delivery button will give you a screen similar to the one below. This screen allows you to enter the stock delivery onto the system and also gives an audit trail of the most recent stock delivery records for the selected tank.

Jigsaw online fuel management version 1.06. You are logged in as, s.finch [Logout](#)

[QuickView](#) [Depots](#) [Vehicles](#) [Vehicle Groups](#) [Users](#) [User Groups](#) [Administration](#) [Reports](#)

---

**Fuel stock delivery**

Depot

Tank number

Capacity

Current level

Reference

Notes

Fuel volume

Unit price (ppl)

Stock delivery history for this tank

| Date/Time        | Tank      | Volume   | New level | PPL   | Ref.   | Notes     |
|------------------|-----------|----------|-----------|-------|--------|-----------|
| 25/09/2008 07:55 | 2 Gas Oil | 14000.00 | 14000.00  | 60.50 |        | cms added |
| 08/09/2008 13:30 | 2 Gas Oil | 10000.00 | 10000.00  | 60.50 |        |           |
| 20/08/2008 17:12 | 2 Gas Oil | 14500.00 | 14500.00  | 60.50 |        |           |
| 23/07/2008 12:03 | 2 Gas Oil | 500.00   | 13752.20  | 60.50 | Tst3   | DN004565  |
| 23/07/2008 12:01 | 2 Gas Oil | 1000.00  | 13252.20  | 60.50 | Deliv2 | DN004563  |

The information required is as follows :

|                  |  |
|------------------|--|
| Tank number      | Selectable from the dropdown list.   |
| Reference        | Typically the delivery note or order number.   |
| Notes            | Any other information regarding the delivery.  |
| Fuel volume      | The volume of fuel delivered.  |
| Unit price (ppl) | The price per litre in pence. For example if the fuel was priced at £1.03 per litre, then you would enter 103.00 here. In the above example, gasoil has been entered at 60.50 pence per litre. |

Click the Confirm button to verify and save your fuel stock delivery details or the Cancel button to discard them.

## 5.4 How to adjust the volume of fuel stored in a tank

Clicking on the Stock adjustment button will give you a screen similar to the one below. This screen allows you to adjust the volume of fuel stored in a tank and also gives an audit trail of the most recent stock adjustment records for the selected tank.

Jigsaw online fuel management version 1.06. You are logged in as, s.finch [Logout](#)

[QuickView](#) [Depots](#) [Vehicles](#) [Vehicle Groups](#) [Users](#) [User Groups](#) [Administration](#) [Reports](#)

---

**Fuel stock adjustment**

Depot:

Tank number:

Capacity:

Current level:

Notes:

New level:

Stock adjustment history for this tank

| Date/Time        | Tank      | Prev.level | New level | Variance | Notes |
|------------------|-----------|------------|-----------|----------|-------|
| 07/10/2008 13:57 | 2 Gas Oil | 5896.40    | 3000.00   | -2896.40 |       |

The information required is as follows :

|             |  |
|-------------|--|
| Tank number | Selectable from the dropdown list.   |
| Notes       | Any information regarding the stock adjustment.  |
| New level   | The measured volume of fuel in the tank. This volume may be obtained from either a tank gauge or by manually dipping the tank. |

Click the Confirm button to verify and save your fuel stock adjustment details or the Cancel button to discard them.

## 5.5 How to enter a manual fuelling record onto the system

Clicking on the Manual fuel entry button will give you a screen similar to the one below. This screen allows you to enter fuelling details from sites configured on your system which do not have an active fuel monitoring system.

Jigsaw Web FM V.1-13. You are logged in as, s.finch [Logout](#)

[QuickView](#) [Depots](#) [Vehicles](#) [Vehicle Groups](#) [Users](#) [User Groups](#) [Administration](#) [Reports](#)

|                         |                                       |
|-------------------------|---------------------------------------|
| Date/time of fuelling : | 27/07/2009                            |
|                         | 11  56                                |
| Fuelling location :     | Bloggs Haulage                        |
| Pump :                  | 1 - Diesel                            |
| Select by :             | Vehicle reg.                          |
| Select from :           | -- Select --                          |
| Fuel quantity :         | 0                                     |
| Odometer reading :      | 0                                     |
|                         | <input type="button" value="Update"/> |
|                         | <input type="button" value="Return"/> |

Manual fuelling entries entered so far today

There are no entries currently available for today

The information required is as follows :

|                       |  |
|-----------------------|--|
| Date/time of fuelling | Selectable from the calendar / dropdown lists. |
| Fuelling location     | The depot at which the fuelling occurred.      |
| Vehicle               | Selectable by reg., fleet or number.           |
| Pump                  | Selectable.                                    |
| Fuel quantity         | The amount of fuel drawn.                      |
| Odometer reading      | The odometer reading (if known)                |

Click the Update button to save the entered details. The screen will reset to await the next entry. When completed, click the Return button to return to the Depots screen.

## 5.6 Pumps

The information displayed is as follows :

|                |  |
|----------------|--|
| Pump           | The pump number.   |
| Hose           | The hose number (Will always be 1 for mechanical pumps). |
| Fuel Grade     | The type of fuel dispensed.                              |
| Lifetime Total | Lifetime fuel throughput.                                |
| Period Total   | Period fuel throughput.                                  |
| Period Start   | The start date/time for the period fuel throughput.      |
| Updated        | The time at which the data was refreshed                 |

The Edit button allows you to modify the pump totaliser values as shown below. The lifetime total may be modified to agree with the value displayed on you pump. The period total can only be reset by clicking the Reset Period Total button. Click the Update button to save your changes or the Cancel button to discard them.

Jigsaw online fuel management version 1.06. You are logged in as, s.finch [Logout](#)

[QuickView](#) [Depots](#) [Vehicles](#) [Vehicle Groups](#) [Users](#) [User Groups](#) [Administration](#) [Reports](#)

---

Select depot  
Bloggs Haulage

|   |   |   |
|---|---|---|
| <b>Address</b><br>89, Tompkins Lane,<br>Andington Lea<br>Bramsing<br>NE6 6TU<br><br><input type="button" value="Edit"/> | <b>Fuel storage tanks</b><br>Tank : 1<br>Description : Diesel Tank<br>Fuel Grade : Diesel<br>Capacity : 46000<br>Re-Order : 5000<br>Low Level : 2000<br>Current Level : 1500.00<br>T/Gauge Level : Not installed<br>Unit Price : 0.00<br>Updated : 10/10/2008 12:20<br><br><input type="button" value="Edit"/><br><input type="button" value="Stock delivery"/> <input type="button" value="Stock adjustment"/> | <b>Pumps</b><br>Pump : 1<br>Hose : 1<br>Fuel Grade : Diesel<br>Lifetime Total : <input type="text" value="6765443"/><br>Period Total : <input type="text" value="355020.20"/><br>PeriodStart : 27/06/2008 13:36<br><br><input type="button" value="Reset period total"/><br><br><input type="button" value="Update"/> <input type="button" value="Cancel"/><br><input type="button" value=""/> << <input 176="" 297="" 935="" 954"="" button"="" data-label="Page-Footer" type="button" value="&gt;&gt;&lt;/input&gt;&lt;/td&gt;&lt;/tr&gt;&lt;/table&gt;&lt;/div&gt;&lt;div data-bbox="/> <p>Page 14 of 40</p> |
|---|---|---|



## 6 Vehicle Groups Screen

On selecting the **Vehicle Groups** tab at the top of the web page, a screen similar to the one below will be displayed :

---

Jigsaw online fuel monitoring version 1.03. You are logged in as, jigsawdemo [Logout](#)

[QuickView](#) [Depots](#) [Vehicles](#) **[Vehicle Groups](#)** [Users](#) [User Groups](#) [Security](#) [Reports](#)

---

| Group 1 :                           | Group 2 :                           | Group 3 :                | Group 4 :                |
|-------------------------------------|-------------------------------------|--------------------------|--------------------------|
| FLEET GROUP                         | VEHICLE TYPE                        | VGROUP3                  | VGROUP4                  |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <a href="#">Edit</a>                |                                     |                          |                          |

---

[Fleet Group](#)  
[Vehicle Type](#)

[Edit](#)  
[Add](#)

Vehicle Type

CAR  
GARAGE  
MINI BUS  
PLANT  
TRACTOR  
TRANSPORT  
VAN

---

On a new system, none of the groups will be assigned. First decide how many groups you need to use. Select the top **Edit** button and enable as many groups as are needed by checking the boxes under the Group1, Group 2, Group3 and/or Group4 Headings. If only two are required, then just select groups 1 and 2, always work from the left.

Enter the Group names in the white boxes under each group heading being used, then press **Update**

If you decide to change the names of the groups later, simply edit the relevant name later using the same screen.

With the Groups identified, you will see that, for each grouping defined, there is a button with the group name on it now in the lower horizontal section. Select the first group and then click the **Add** button. You can now enter as many members of this grouping as you need. Repeat this for each grouping.

If you make a mistake, or need to change a group member, simply select the relevant group, then the offending group member, and click the **Edit** button.

## 7 Vehicles Screen

The Vehicles screen allows you to assign, modify and view your vehicle fleet details.

The exact layout of this screen will vary according to your specific system configuration but a general example is shown below.

The screenshot shows the 'Vehicles' screen with a table of vehicle fleet details and various filter options on the left. The table has columns: Veh. number, Reg., Fleet, Home depot, Fleet Group, Type, Dept, and Manufacturer. The filters on the left include: Search for (Vehicle number), Sort by (Vehicle number), Filter by (Home depot, Fleet Group, Type, Dept, Manufacturer, Lockout status, Vehicle like), and Offsite fuel entry. The table lists 22 vehicles, each with a 'View' button next to it.

| Veh. number | Reg.     | Fleet   | Home depot     | Fleet Group       | Type      | Dept       | Manufacturer |                      |
|-------------|----------|---------|----------------|-------------------|-----------|------------|--------------|----------------------|
| 0000300001  | N1 EBY   | FLT0001 | BLOGGS HAULAGE | RAPID MOVE FLEET  | TRANSPORT | SALES      | FORD         | <a href="#">View</a> |
| 0000300002  | KR51 KOU | FLT0002 | BLOGGS HAULAGE | MANAGERS CARS     | CAR       | PRODUCTION | VOLVO        | <a href="#">View</a> |
| 0000300003  | NH56 DMU | FLT0003 | BLOGGS HAULAGE | RAPID MOVE FLEET  | CAR       | VGROUP3    | VOLVO        | <a href="#">View</a> |
| 0000300004  | FP06 ZWT | FLT0004 | BLOGGS HAULAGE | RAPID MOVE FLEET  | CAR       | VGROUP3    | VOLVO        | <a href="#">View</a> |
| 0000300005  | FP53 WCK | FLT0005 | BLOGGS HAULAGE | RAPID MOVE FLEET  | CAR       | VGROUP3    | VOLVO        | <a href="#">View</a> |
| 0000300006  | FH54 TJF | FLT0006 | BLOGGS HAULAGE | NIGHT MOVES FLEET | GARAGE    | VGROUP3    | VOLVO        | <a href="#">View</a> |
| 0000300007  | FP07 MWJ | FLT0007 | BLOGGS HAULAGE | RAPID MOVE FLEET  | CAR       | VGROUP3    | VOLVO        | <a href="#">View</a> |
| 0000300008  | EP57 NCN | FLT0008 | BLOGGS HAULAGE | RAPID MOVE FLEET  | CAR       | VGROUP3    | VOLVO        | <a href="#">View</a> |
| 0000300009  | JP57 LKH | FLT0009 | BLOGGS HAULAGE | RAPID MOVE FLEET  | CAR       | VGROUP3    | VOLVO        | <a href="#">View</a> |
| 0000300010  | J19 SAW  | FLT0010 | BLOGGS HAULAGE | RAPID MOVE FLEET  | TRACTOR   | VGROUP3    | VOLVO        | <a href="#">View</a> |
| 0000300011  | ND04 FKD | FLT0011 | BLOGGS HAULAGE | NIGHT MOVES FLEET | VAN       | VGROUP3    | VOLVO        | <a href="#">View</a> |
| 0000300012  | N330 RFT | FLT0012 | BLOGGS HAULAGE | NIGHT MOVES FLEET | VAN       | VGROUP3    | VOLVO        | <a href="#">View</a> |
| 0000300013  | EP02 TXA | FLT0013 | BLOGGS HAULAGE | NIGHT MOVES FLEET | VAN       | VGROUP3    | VOLVO        | <a href="#">View</a> |
| 0000300016  | EP02 TYC | FLT0016 | BLOGGS HAULAGE | RAPID MOVE FLEET  | VAN       | VGROUP3    | VOLVO        | <a href="#">View</a> |
| 0000300017  | EP02 TYU | FLT0017 | BLOGGS HAULAGE | NIGHT MOVES FLEET | VAN       | VGROUP3    | VOLVO        | <a href="#">View</a> |
| 0000300018  | FP02 MNV | FLT0018 | BLOGGS HAULAGE | NIGHT MOVES FLEET | VAN       | VGROUP3    | VOLVO        | <a href="#">View</a> |
| 0000300019  | FP02 NDP | FLT0019 | BLOGGS HAULAGE | RAPID MOVE FLEET  | VAN       | VGROUP3    | VOLVO        | <a href="#">View</a> |
| 0000300020  | GARAGE   | FLT0020 | BLOGGS HAULAGE | RAPID MOVE FLEET  | GARAGE    | VGROUP3    | VOLVO        | <a href="#">View</a> |
| 0000300021  | FP55 EVL | FLT0021 | BLOGGS HAULAGE | NIGHT MOVES FLEET | VAN       | VGROUP3    | VOLVO        | <a href="#">View</a> |
| 0000300022  | FP55 EVR | FLT0022 | BLOGGS HAULAGE | NIGHT MOVES FLEET | VAN       | VGROUP3    | VOLVO        | <a href="#">View</a> |

### 7.1 Sorting

By default, the list is ordered by vehicle number. However, this is selectable and may be by registration or fleet number.

### 7.2 Filtering

The list of vehicles can be filtered using the dropdown boxes on the left hand side of the screen. This can restrict the vehicles displayed by depot, by any of the enabled groups, or by the lockout status.

The Vehicle like filter allows a partial filter of the fleet and registration fields. For example, to view all vehicles with KR51 in the registration field, type KR51 in the box and click the button. **Note.** This filter acts on both the fleet and registration fields so if a vehicle had KR51 as part of its fleet identifier, then it would also appear in the list.



### 7.3 Viewing or editing the details of an existing vehicle

To view or edit the details of a particular vehicle, simply click on the **View** button on the right hand side adjacent to the required vehicle.

If you are having difficulty finding the vehicle or, if your fleet is large, use the **Search** facility at the top left of the screen. The search can be made on tag number, vehicle registration or fleet number.

**Note.** By moving the mouse cursor over a particular vehicle, you can quickly see the details of that vehicle without resorting to the full screen **View** option. The details are displayed in a temporary **hint** box.

By selecting the **View** button, or after a successful search, the following screen is displayed :

Jigsaw Online Fuel Management V.1-19. You are logged in as, s.finch [Logout](#)

[QuickView](#) [Depots](#) [Vehicles](#) [Vehicle Groups](#) [Users](#) [User Groups](#) [Administration](#) [Reports](#)

[Return](#) [Edit](#) [Delete](#)

|                             |   |
|-----------------------------|---|
| <b>Vehicle Details</b>      | <b>Access Protocol</b>                  |
| Vehicle Number : 0000300001 | PIN Entry : None                        |
| Vehicle Reg. : N1 EBY       | Odometer Entry : None                   |
| Vehicle Fleet : FLT0001     | Odometer Check : Full                   |
| Home Depot : DEMO SITE      | On Invalid Entry : Continue             |
| Latest Odometer : 2         | Distance Limit : 1000                   |
| <b>Groups</b>               | Data Entry 1 : <input type="checkbox"/> |
| Fleet : SUPPORT             | Data Entry 2 : <input type="checkbox"/> |
| Type : D52                  | Driver Access : None                    |
| Dept : ENGINEERING          | Fuel Limit : 300 (Each fuelling)        |
| <b>Record Details</b>       | Fuel Grades Allowed : Diesel, Gas Oil   |
| Created : 14/03/2008 17:54  | Lockout : <input type="checkbox"/>      |
| Modified : 19/04/2010 14:11 | <b>Notes</b>                            |
| Odometer : 28/12/2009 21:43 | This vehicle is due for renewal !       |

Latest transaction records

| Date/Time        | Depot     | Pump     | User ID | Odo | Data | Qty   | ! |
|------------------|-----------|----------|---------|-----|------|-------|---|
| 28/12/2009 21:43 | Demo Site | 1 DIESEL |         | 0   |      | 69.90 | L |

This screen shows all the current details of the selected vehicle as well as the latest fuelling transactions. To change any details, click the **Edit** button. To leave the screen, click the **Return** button. To remove this vehicle from the system, click the **Delete** button.

**Note.** Deleting a vehicle will permanently remove it from the system and the details will not be retrievable.

## 7.4 Assigning a new vehicle onto the system

To assign a vehicle to the system, Click the %New+ button at the upper left of the screen. The following screen will appear:

Jigsaw Online Fuel Management V.1-19. You are logged in as, s.finch [Logout](#)

QuickView Depots Vehicles Vehicle Groups Users User Groups Administration Reports

Update Cancel

|                        |  |
|------------------------|--|
| <b>Vehicle Details</b> | <b>Access Protocol</b>   |
| Vehicle Number :       | PIN Entry : None   |
| Vehicle Reg. :         | Odometer Entry : None  |
| Vehicle Fleet :        | Odometer Check : Full  |
| Home Depot : Demo Site | On Invalid Entry : Continue                                      |
| Latest Odometer :      | Distance Limit : 1000  |
| <b>Groups</b>          | Data Entry 1 : <input type="checkbox"/>                          |
| Fleet : SUPPORT        | Data Entry 2 : <input type="checkbox"/>                          |
| Type : D52             | Driver Access : None   |
| Dept : ENGINEERING     | Fuel Limit : 300 Each fuelling                                   |
|                        | Fuel Grades Allowed : <input checked="" type="checkbox"/> Diesel |
|                        | <input checked="" type="checkbox"/> Gas Oil                      |
|                        | <input type="checkbox"/> Adblue                                  |
|                        | Lockout : <input type="checkbox"/>                               |
|                        | <b>Notes</b>   |
|                        |  |

Once the vehicle details have been entered, click the %Update+ button to save or %Cancel+to discard the changes.

## 7.5 Configurable vehicle details

The information stored against each vehicle is as follows :

- i) **Vehicle Number.** This is the number of the tag or card used to identify the vehicle or equipment to the fleet. This number will be found on the tag or card when issued.
- ii) **Vehicle Reg.** Enter the vehicle registration number.
- iii) **Vehicle Fleet.** Enter the vehicle fleet number if one is allocated.
- iv) **Home Depot.** Use the pull down box to select the home depot of this vehicle. If there is only one depot, then this will automatically be selected. For multi-site systems, the home depot can be used as a further grouping for vehicles when generating reports.
- v) **Latest Odometer.** As vehicles are added, it is best to leave this entry blank as it indicates that the first entry at the fuel island should be accepted even if range checking is switched on. Later, if the vehicle odometer needs resetting (eg for a tacho change), then the new value may be edited in later.
- vi) **Groups.** There will be up to four boxes displayed here, depending on how many vehicle groups have been set up under the %Vehicle Groups+tab. Select the appropriate entry for each group.

- vii) **PIN Entry.** There are three options here :
  - a. **None** – No PIN will be requested.
  - b. **PTRP** – Not yet available
  - c. **P'Vend** – This uses an algorithm to generate a PIN number from the details of the tag or card presented. The user must enter this PIN correctly to start fuelling.
- viii) **Odometer Entry.** There are four options here :
  - a. **None.** No Input will be required by the user
  - b. **Miles.** User will be prompted to enter the odometer reading in Miles.
  - c. **Kilometres.** User will be prompted to enter the odometer reading in kilometres.
  - d. **Hours.** User will be prompted to enter the hours run reading for the vehicle or plant equipment.
- ix) **Odometer Check.** Three Options here :
  - a. **None.** Any odometer entered will be accepted
  - b. **UnderCheck.** So long as the number entered is less than the last recorded odometer, the number will be accepted.
  - c. **Full.** The number entered must be greater than the last recorded odometer, but must be less than that number plus the Distance Limit+ value input below.
- x) **On Invalid Entry.** Two Options here :
  - a. **Continue.** After three entries of the same bad odometer, the system will accept the value as correct and continue to fuel. This may be used in a situation such as when a tachometer has been changed, or a vehicle has been away from the site for some time.
  - b. **Lockout.** After three attempts of a bad odometer, the vehicle will be locked out. The assumption is that the tag has been found by an unauthorised user who doesn't have the vehicle to hand to get the latest mileage and is trying to steal fuel. This method of operation also educates drivers to enter the correct mileage as it is easier than ringing the office to get the vehicle enabled again.
- xi) **Distance Limit.** If full range checking on entered odometer is required, then the value input here is used to set the range in which the entered mileage must fall. The entered mileage must be greater than the last recorded mileage, but no greater than that figure plus the value entered here.
- xii) **Data Entry 1 and 2.** When the fuel island terminal is configured, two data prompts are programmed. These may be %Please Enter Your Mileage+, %Enter Job Number+, %Please Enter Police Collar Number+, Have you Checked Your Oil Today ? (Y/N)+or anything else required by your business. None, either, or both of these prompts can be enabled so that the user is asked the associated question at the time of fuelling. Check whichever boxes are appropriate.

- xiii) **Driver Access.** Two Options here :
  - a. **None.** The user will not be prompted to identify himself.
  - b. **Enabled.** The user will be prompted to enter a driver PIN number or to use a driver tag to identify him/herself to the system. The method of identity is set when the fuel island terminal is configured.
- xiv) **Fuel Limit.** This limit can be set as an individual fill, daily, weekly or monthly total. To reduce the possibility of theft, it is prudent to set this limit to the approximate capacity of the fuel tank on the vehicle. At the fuel island, the pump will be turned off when this limit is reached.
- xv) **Fuel Grades Allowed.** Dependant on the number of grades of fuel managed by the fuel island terminal on this site, a number of checkboxes will be presented. Select the grades of fuel which this vehicle will need to draw. This is useful to stop diesel being drawn by petrol vehicles, or white diesel being used by plant equipment.
- xvi) **Lockout Checkbox.** This checkbox is used to enable the vehicle to fuel. If the box is checked, then fuelling will not be allowed. It is usual to leave this box unchecked so that fuelling can commence on presentation of the tag at the fuel island.
- xvii) **Notes.** Any special notes or information regarding this vehicle.

## 7.6 Offsite fuel entry

If your system has been configured to allow the input of offsite fuelling details, then clicking the **Offsite fuel entry** button on the vehicle listing screen will give access to the following screen. This facility allows the input of fuelling data from offsite sources (eg service stations etc) to be incorporated into the system to produce accurate fuel consumption data etc.

Jigsaw Web FM V.1-13. You are logged in as, s.finch [Logout](#)

QuickView Depots **Vehicles** Vehicle Groups Users User Groups Administration Reports

|                         |                                       |
|-------------------------|---------------------------------------|
| Date/time of fuelling : | 27/07/2009                            |
|                         | 00 : 00                               |
| Fuelling location :     | Offsite Fuel                          |
| Select fuel grade :     | Diesel                                |
| Select by :             | Vehicle reg.                          |
| Select from :           | -- Select --                          |
| Fuel quantity :         | 0                                     |
| Price paid :            | 0                                     |
| Odometer reading :      | 0                                     |
|                         | <input type="button" value="Update"/> |
|                         | <input type="button" value="Return"/> |

Offsite fuelling entries entered so far today

There are no entries currently available for today

## 8 User Groups

On selecting the **User Groups** tab at the top of the web page, a screen similar to the following will be displayed ;

The screenshot shows the 'User Groups' management interface. At the top, a navigation bar includes links for QuickView, Depots, Vehicles, Vehicle Groups, Users, User Groups (selected), Administration, Reports, and Test. Below the navigation bar, there are two sections for managing groups. The first section, titled 'Group 1 : GROUP', has a checked checkbox and an 'Edit' button. The second section, titled 'Group 2 : 2', has an unchecked checkbox. Below these sections is a larger area with a 'Group' heading and a list of group types: CONTRACT, PART TIME, and STAFF DRIVER. To the left of this list are 'Edit' and 'Add' buttons. At the bottom of the page, there is a footer with the text 'Page 21 of 40', 'Jigsaw Web User Manual', and 'Version 1.63'.

On a new system, none of the groups will be assigned. First decide how many groups you need to use. Select the top **Edit** button and enable as many groups as are needed by checking the boxes under the Group1 and Group 2 headings. As with the vehicle groups, always work from the left.

Enter the Group names in the white boxes under each group heading being used, then press **Update**.

If you decide to change the names of the groups later, simply edit the relevant name later using the same screen.

With the Groups identified, you will see that, for each grouping defined, there is a button with the group name on it now in the lower horizontal section. Select the first group and then click the **Add** button. You can now enter as many members of this grouping as you need. Repeat this for each grouping.

If you make a mistake, or need to change a group member, simply select the relevant group, then the offending group member, and click the **Edit** button.

## 9 Users Screen

The Users screen allows you to assign, modify and view your driver / fueller details. You will only have access to this screen if your system has been configured to accept driver or fueller access.

The exact layout of this screen will vary according to your specific system configuration but a general example is shown below.

Jigsaw Web FM V.1-11. You are logged in as, s.finch [Logout](#)

[QuickView](#) [Depots](#) [Vehicles](#) [Vehicle Groups](#) [Users](#) [User Groups](#) [Administration](#) [Reports](#)

Search for

User number

Find

New

Sort by

User number

Filter by

Home depot

All

Group

All

User ID like

Filter on user ID like

| User Number | User ID         | Depot                   | Group |                      |
|-------------|-----------------|-------------------------|-------|----------------------|
| 00608       | PAUL CAWLEY     | Bloggs Haulage Contract |       | <a href="#">View</a> |
| 00610       | BOB TAYLOR      | Bloggs Haulage Contract |       | <a href="#">View</a> |
| 00611       | FRED TAYLOR     | Bloggs Haulage Contract |       | <a href="#">View</a> |
| 00612       | BRIAN DRAPER    | Bloggs Haulage Contract |       | <a href="#">View</a> |
| 00613       | STEVE YOUNG     | Bloggs Haulage Contract |       | <a href="#">View</a> |
| 00617       | GRAHAM ATKINSON | Bloggs Haulage Contract |       | <a href="#">View</a> |
| 00633       | DON TOMLINSON   | Bloggs Haulage Contract |       | <a href="#">View</a> |
| 00634       | JILL NEWSOME    | Bloggs Haulage Contract |       | <a href="#">View</a> |
| 00635       | PETER BOOTH     | Bloggs Haulage Contract |       | <a href="#">View</a> |
| 00641       | RAF PECCERILLO  | Bloggs Haulage Contract |       | <a href="#">View</a> |
| 00642       | PAUL APLIN      | Bloggs Haulage Contract |       | <a href="#">View</a> |
| 00644       | ALWYN DAVIES    | Bloggs Haulage Contract |       | <a href="#">View</a> |
| 00645       | DEREK POLLARD   | Bloggs Haulage Contract |       | <a href="#">View</a> |
| 00651       | BOB THOMPSON    | Bloggs Haulage Contract |       | <a href="#">View</a> |
| 00667       | KEVIN ARNOLD    | Bloggs Haulage Contract |       | <a href="#">View</a> |
| 00672       | BOB WILKINSON   | Bloggs Haulage Contract |       | <a href="#">View</a> |
| 00673       | PETE FISHER     | Bloggs Haulage Contract |       | <a href="#">View</a> |
| 00680       | PAUL BERRY      | Bloggs Haulage Contract |       | <a href="#">View</a> |
| 00689       | CHRIS SMITH     | Bloggs Haulage Contract |       | <a href="#">View</a> |
| 00691       | PETE MARSH      | Bloggs Haulage Contract |       | <a href="#">View</a> |

<< < > >>

Page 2 of 7

### 9.1 Sorting

By default, the list is ordered by user number. However, this is selectable and may be by user number or user ID.

### 9.2 Filtering

The list of vehicles can be filtered using the dropdown boxes on the left hand side of the screen. This can restrict the users displayed either by depot or by any of the enabled groups.

The User ID like filter allows a partial filter of the user ID field. For example, to view all users with a surname of TAYLOR, type TAYLOR in the box and click the button.



### 9.3 Viewing or editing the details of an existing user

To view or edit the details of a particular user, simply click on the **View** button on the right hand side adjacent to the required user.

If you are having difficulty finding the user or, if your driver/fueller is large, use the **Search** facility at the top left of the screen. The search can be made on user number or user ID.

**Note.** By moving the mouse cursor over a particular user, you can quickly see the details of that user without resorting to the full screen **View** option. The details are displayed in a temporary **hint** box.

By selecting the **View** button, or after a successful search, the following screen is displayed :

This screen shows all the current details of the selected user as well as the latest fuelling transactions. To change any details, click the **Edit** button. To leave the screen, click the **Return** button. To remove this user from the system, click the **Delete** button.

Jigsaw Web FM V.1-13. You are logged in as, s.finch [Logout](#)

QuickView Depots Vehicles Vehicle Groups **Users** User Groups Administration Reports

Return Edit Delete

User Number : 00673 Entered On System : 24/04/2008 13:36:00

User ID : PETE FISHER Last Modified : 27/07/2009 11:16:00

Home Depot : Bloggs Haulage

Type : Contract

Notes :  

Yorkshires finest !!!!

Latest Transaction Records

| Date/Time        | Depot          | Veh. number | Reg.    | Fleet      | Pump | Grade   | Odo    | Qty      | ! |
|------------------|----------------|-------------|---------|------------|------|---------|--------|----------|---|
| 27/07/2009 07:31 | Bloggs Haulage | 0000300143  | HGF786G | CHRIS S KA | 3    | Adblue  | 0      | 21.20 L  |   |
| 27/07/2009 07:29 | Bloggs Haulage | 0000300143  | HGF786G | CHRIS S KA | 1    | Diesel  | 152317 | 304.00 L |   |
| 21/07/2009 18:09 | Bloggs Haulage | 0000300143  | HGF786G | CHRIS S KA | 2    | Gas Oil | 0      | 14.40 L  |   |
| 21/07/2009 18:07 | Bloggs Haulage | 0000300143  | HGF786G | CHRIS S KA | 3    | Adblue  | 0      | 26.30 L  |   |
| 21/07/2009 18:05 | Bloggs Haulage | 0000300143  | HGF786G | CHRIS S KA | 1    | Diesel  | 149363 | 309.10 L |   |
| 16/07/2009 07:43 | Bloggs Haulage | 0000300143  | HGF786G | CHRIS S KA | 2    | Gas Oil | 0      | 92.60 L  |   |
| 16/07/2009 07:40 | Bloggs Haulage | 0000300143  | HGF786G | CHRIS S KA | 3    | Adblue  | 0      | 31.10 L  |   |
| 16/07/2009 07:38 | Bloggs Haulage | 0000300143  | HGF786G | CHRIS S KA | 1    | Diesel  | 146630 | 183.90 L |   |

**Note.** Deleting a user will permanently remove it from the system and the details will not be retrievable.

## 9.4 Assigning a new user onto the system

To assign a new user to the system, Click the **New+** button at the upper left of the screen. The following screen will appear:

Jigsaw Web FM V.1-13. You are logged in as, s.finch [Logout](#)

QuickView Depots Vehicles Vehicle Groups **Users** User Groups Administration Reports

Update Cancel

User Number :

User ID :

Home Depot :

Type :

Notes :

Once the vehicle details have been entered, click the **Update+** button to save or **Cancel+** to discard the changes.

## 9.5 Configurable user details

The information stored against each user is as follows :

- i) **User Number.** The user number is either an issued number to be typed into the system, or the number of the tag issued to that driver.
- ii) **User ID.** This is the name of the driver associated with this User Number
- iii) **Home Depot.** A list of all fuelling sites controlled by this web site is available. The home site for this user should be chosen.
- iv) **Groupings.** There will be up to two boxes displayed here, depending on how many user groups have been set up under the **User Groups**+tab. Select the appropriate entry for each group.
- v) **Notes.** Any special notes or information regarding this user.

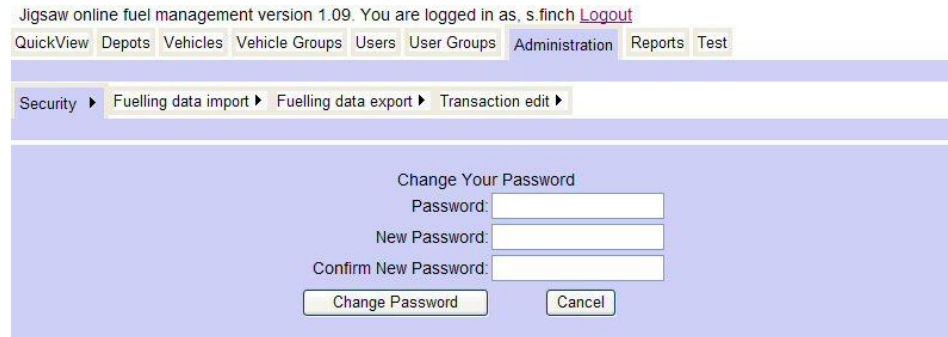


## 10 Administration Screen

The Administration screen gives access to password, data import/export and transaction editing functions.

### 10.1 Security

On clicking the Security option, the user is presented with the following screen :

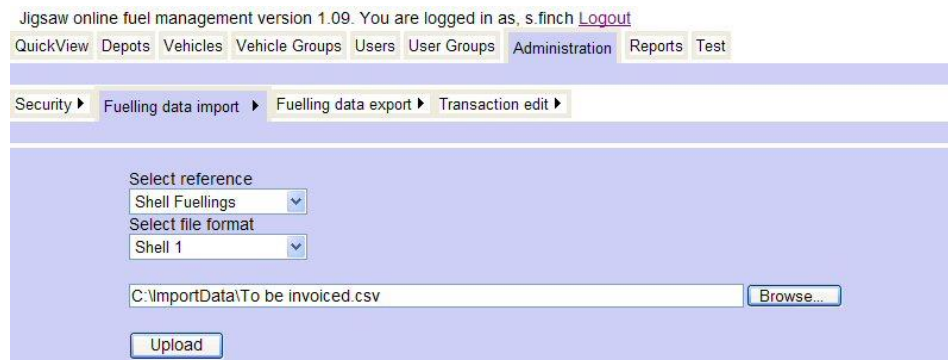


To change the password, simply enter your current and required new password where indicated. Click the Change Password button to confirm.

### 10.2 Fuelling data import

The Fuelling data import option facilitates the input of 3<sup>rd</sup> party fuelling information (for example fuelcards).

To upload a file to the server for processing, select Upload fuelling data file which will give a screen similar to the one below:



The import site reference and file format are preconfigured and will not require changing unless you are importing files from more than one supplier. Click the Browse button to navigate to and select the file to be imported. When you have selected the correct file, click the Upload button to upload the file to the server for processing.

Once the file has been uploaded to the server, the **List files** screen will appear as below:

Jigsaw online fuel management version 1.09. You are logged in as, s.finch [Logout](#)

QuickView Depots Vehicles Vehicle Groups Users User Groups Administration Reports Test

Security ▶ Fuelling data import ▶ Fuelling data export ▶ Transaction edit ▶

| Uploaded on      | Filename           | Uploaded by | Processed on |                         |
|------------------|--------------------|-------------|--------------|-------------------------|
| 23/02/2009 12:11 | To be invoiced.csv | s.finch     | Pending      | <a href="#">Convert</a> |

The status of the file is set to Pending which means that the file has been copied to the server but has not yet been processed. Click the **Convert** button to convert and process the data.

If the system is unable to process any of the records, the unprocessed records will be listed as below:

Jigsaw online fuel management version 1.09. You are logged in as, s.finch [Logout](#)

QuickView Depots Vehicles Vehicle Groups Users User Groups Administration Reports Test

It has not been possible to process the following records

| Date/time        | Reg   | Qty    | Grade  | Odo   | Cost   |                        |                      |
|------------------|-------|--------|--------|-------|--------|------------------------|----------------------|
| 10/02/2009 15:32 | F99WV | 369.99 | Diesel | 97916 | 369.62 | <a href="#">Ignore</a> | <a href="#">Edit</a> |

[Re-process](#) [Return](#)

Either select **Edit** to modify the details or **Ignore** to mark the record as not for processing. Click the **Re-process** button to reprocess any modified records.

The **List files** option gives a record of the files imported into the system. In the example below, the two most recent files have been successfully processed whilst the file uploaded on 23/02/2009 contains some unprocessed records.

Jigsaw online fuel management version 1.09. You are logged in as, s.finch [Logout](#)

QuickView Depots Vehicles Vehicle Groups Users User Groups Administration Reports Test

Security ▶ Fuelling data import ▶ Fuelling data export ▶ Transaction edit ▶

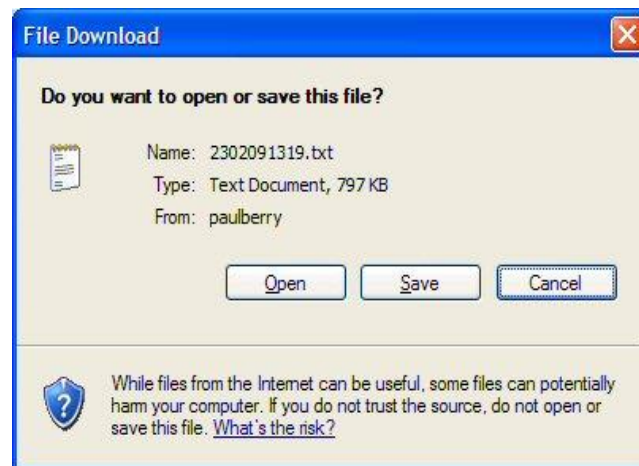
| Uploaded on      | Filename           | Uploaded by | Processed on     |                         |
|------------------|--------------------|-------------|------------------|-------------------------|
| 25/02/2009 12:16 | To be invoiced.csv | s.finch     | 25/02/2009 12:16 | <a href="#">Process</a> |
| 24/02/2009 12:15 | To be invoiced.csv | s.finch     | 24/02/2009 12:15 | <a href="#">Process</a> |
| 23/02/2009 12:11 | To be invoiced.csv | s.finch     | 23/02/2009 12:19 | <a href="#">Process</a> |

### 10.3 Fuelling data export

Clicking the %Create new export file+ option will create a new file on the server containing the latest unprocessed fuelling data. To view and save the exported fuelling data, select %List files+ to list the saved files as below:

| QuickView   | Depots         | Vehicles     | Vehicle Groups | Users | User Groups | Administration | Reports | Test |
|---|----------------|--------------|----------------|-------|-------------|----------------|---------|------|
| Security ▶ Fuelling data import ▶ Fuelling data export ▶ Transaction edit ▶ |                |              |                |       |             |                |         |      |
| Generated   | Filename       | Generated by |                |       |             |                |         |      |
| 23/02/2009 13:20  | 2302091319.txt | s.finch      | Open / Save    |       |             |                |         |      |
| 11/02/2009 08:32  | 1102090831.txt | s.finch      | Open / Save    |       |             |                |         |      |
| 10/02/2009 15:49  | 1002091548.txt | s.finch      | Open / Save    |       |             |                |         |      |
| 06/02/2009 15:16  | 0602091515.txt | s.finch      | Open / Save    |       |             |                |         |      |
| 06/02/2009 15:09  | 0602091509.txt | s.finch      | Open / Save    |       |             |                |         |      |

This will open the standard browser download window as below:



Select %Open+to view the file or %Save+to save it to your PC.

## 10.4 Transaction editor

The Transaction editor allows incorrect odometer entries to be corrected and, in the case of unauthorised (override) fuellings, the assignment of the fuelling details to the vehicle that actually fuelled. Records may be viewed by depot, transaction record type or vehicle. The example below shows unauthorised fuellings selected.

Jigsaw Web FM V.1-11. You are logged in as, s.finch [Logout](#)

QuickView Depots Vehicles Vehicle Groups Users User Groups Administration Reports

Password Fuelling data import Fuelling data export Transaction editor Help

Filter by depot: All depots  
 Filter by transaction type: Unauthorised fuelling (UF)  
 Filter by vehicle: Select by vehicle reg.  
 All vehicles

| Date/Time        | Depot          | Pump     | Veh. number | Reg        | Fleet      | Odo | Qty      | !  |      |
|------------------|----------------|----------|-------------|------------|------------|-----|----------|----|------|
| 05/02/2009 04:20 | Bloggs Haulage | 1 Diesel | UNACCOUNTD  | UNACCOUNTD | UNACCOUNTD | 0   | 122.50 L | UF | Edit |
| 05/02/2009 02:49 | Bloggs Haulage | 1 Diesel | UNACCOUNTD  | UNACCOUNTD | UNACCOUNTD | 0   | 212.60 L | UF | Edit |

Clicking on the [Edit](#) button gives slightly different results dependant on the transaction record type. For an unauthorised (override) fuelling, the screen is shown below:

Password Fuelling data import Fuelling data export Transaction editor Help

Date/Time: 05/02/2009 04:20  
 Depot: Bloggs Haulage  
 Pump: 1 Diesel  
 Qty: 122.50L

Veh. number: UNACCOUNTD  
 Reg: UNACCOUNTD  
 Fleet: UNACCOUNTD  
 Odo: 0

User number: UNACCOUNTD  
 User ID: UNACCOUNTD

Transfer to : Select by vehicle reg.  
 F99 WFF

Odometer (if known): 191259

[Update](#) [Cancel](#)

In the example above, the fuelling details are about to be transferred to F99 WFF with an odometer entry of 191259. Click [Update](#) to save the changes. The transaction record is now marked with [Edit](#) to show that it has been edited.

Password Fuelling data import Fuelling data export Transaction editor Help

Filter by depot: All depots  
 Filter by transaction type: Unauthorised fuelling (UF)  
 Filter by vehicle: Select by vehicle reg.  
 All vehicles

| Date/Time        | Depot          | Pump     | Veh. number | Reg        | Fleet      | Odo      | Qty      | !  |      |
|------------------|----------------|----------|-------------|------------|------------|----------|----------|----|------|
| 05/02/2009 04:20 | Bloggs Haulage | 1 Diesel | 0000300083  | F99 WFF    | FLT0083    | 191259 M | 122.50 L | UF | Edit |
| 05/02/2009 02:49 | Bloggs Haulage | 1 Diesel | UNACCOUNTD  | UNACCOUNTD | UNACCOUNTD | 0        | 212.60 L | UF | Edit |

## 11 Reports.

On selecting the **Reports** tab, the user is presented with the following screen :

Jigsaw Web FM V.1-13. You are logged in as, s.finch [Logout](#)

QuickView Depots Vehicles Vehicle Groups Users User Groups Administration **Reports**

Select a report  
Transaction Listing

Report sort/grouping Report filtering Opening date/time Closing date/time

Sort by  
Vehicle reg.

Group by  
☐ Depot  
☒ Fleet Group  
☐ Type  
☐ Dept  
☐ Manufacturer

Depot :  
All Depots

Vehicle fleet :

Vehicle reg :

Fleet Group  
All

Type  
All

Dept  
All

Manufacturer  
All

User ID :

Type  
All

Fuel grade  
All

20/07/2009 00:00 27/07/2009 23:59

This initial screen will change depending on the type of report required. The screen shown is for the Transaction Listing type report, but by selecting a different report type from the available list, the selectable options change.

The pre-defined report types available are :

- i) Transaction Listing.
- ii) Vehicle Fuel Usage.
- iii) Pump Throughputs.
- iv) Driver Assignment.
- v) Vehicle Assignment.
- vi) Group Fuel Usage.

Each report type can be configured to suit your specific requirements using the various Sorts and Filters selectable through the web page before running the report. All reports can be set to cover any date and time range using the calendar boxes. You may either type the date or click the calendar icon to select from the pop-up calendar.

Examples of typical reports are given in Appendix 2.

Once the report has been generated, it can either be viewed on screen, saved in Acrobat (.PDF) format to be printed or e-mailed, or, if more specific analysis is required, can be exported as an Excel format spreadsheet as detailed in the next section.

## 11.1 How to print a report or export into Excel

Once you have generated your report, it may be exported into either Adobe Acrobat or Excel for viewing, printing or further data manipulation. This is done using the **Export** option as shown below:

Jigsaw Web FM V.1-13. You are logged in as, s.finch [Logout](#)

QuickView Depots Vehicles Vehicle Groups Users User Groups Administration **Reports**

1 of 1 100% Find | Next Select a format Export

Report Name : Pump Throughputs  
Report Span : 20/07/2009 00:00 To 27/07/2009 23:59  
Filter(s) : None

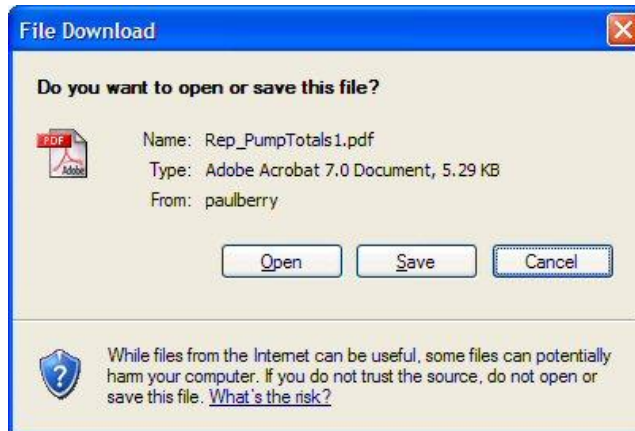
| Depot          | Pump | Grade   | Accounted | Unaccounted | Total      |
|----------------|------|---------|-----------|-------------|------------|
| Bloggs Haulage | 1    | Diesel  | 27565.20  | 0.00        | 27565.20 L |
| Bloggs Haulage | 2    | Gas Oil | 8700.80   | 0.00        | 8700.80 L  |
| Bloggs Haulage | 3    | Adblue  | 590.00    | 0.00        | 590.00 L   |

Report Summary  
Diesel Summary 27565.20  
Gas Oil Summary 8700.80  
Adblue Summary 590.00

Page 1 Of 1 Date 27/07/2009 11:47

Continue

Select either **Excel** or **Acrobat (PDF)** file and then click **Export**. This will open the standard browser download window as shown below:



Select **Open** to view the file in its specified format or **Save** to save it to your PC.

**NOTE :** If you do not currently have Adobe Acrobat installed on your PC, the free reader software may be downloaded from <http://www.adobe.com/downloads/>

To return, to the reports selection screen, click the **Continue** button.



## **12 Frequently Asked Questions - FAQ's**

### **12.1 Why do pumps become disabled**

There are two ways in which the system will deny use of a particular pump :

A/ By a site manager setting the pump to disabled either through the web site or at the fuel island terminal.

A Site manager may lock out a pump because of contaminated fuel, or to keep stocks in reserve, or for security at certain times of the day.

B/ The system will automatically lock out a pump if a fuelling transaction is repeatedly being started, but no delivery volume is detected.

On initial Fuel Island Terminal set up, the system is given settings for each pump which include a start time, an end time, and a null delivery cut off. The start time sets the number of seconds to wait after the pump has been turned on before turning it off again if no fuel has been delivered. The end time sets the number of seconds to wait before terminating a delivery after the fuel has stopped flowing. The null delivery cut off sets the number of consecutive start fuelling attempts which have resulted in no fuel delivery before the pump is disabled.

There are two main causes for null deliveries :

- i. The start time is too short and the fueller cannot start the delivery in the time allowed. This can be remedied by extending the start time. The default setting is usually 45 seconds.
- ii. The pulser in the pump is broken so that although fuel is flowing, it is not detected by the system. This can only be remedied by repairing the pump.

### **12.2 Why has a vehicle been automatically locked out ?**

Whilst a vehicle can be barred from fuelling any time by setting the %Lockout+flag on the vehicles details screen on the web site, it can also be automatically blocked from fuelling through bad mileage entry.

To ensure drivers are encouraged to input the correct mileage at the time of fuelling, the system can perform range checks on the input mileage before fuelling is allowed to commence. This range check can be just that the input mileage is greater than the last mileage entered, or it can be a window check where the mileage must be greater than the last known mileage, but not greater than the last known mileage and a figure set for that vehicle. If a bad mileage is entered three times the same, then the system can be configured to either accept the new mileage, or to lock out the vehicle. The vehicle would then have to be re-enabled through the web site.

### **12.3 *There is a discrepancy between the actual tank stock and the system book stock – what can cause this ?***

There are several reasons that this may happen, here are a few :

- i) The fuel quantity put in to the tank was not what was on the delivery note.

Resolution : Dip tank before and after delivery.

- ii) The fuel has leaked or has been stolen from the tank.

Resolution : Check tank bund for signs of leakage. Secure access to the tank.

- iii) Your pump is delivering a different amount of fuel to what is being sensed by the fuel island controller.

Resolution : Have Pump Calibrated. Check wiring between pump and Fuel Island Terminal. Check Pulses per Litre setting for pump.

### **12.4 *How do I correct a discrepancy between the actual tank stock and the system book stock ?***

On the Depot Screen, click the %Stock Adjustments+button. Select the tank you wish to adjust and input the correct amount of fuel. There is a small field to allow the input of the reason for the adjustment. A record of the adjustment will be kept in the deliveries adjustment log accessed by clicking the %Switch View+Button.

### **12.5 *How do I tell the system about fuel deliveries ?***

On the Depot Screen, click the %Stock Delivery+button. Select the tank you wish to add stock to and input the correct amount of fuel. There is a field available for the delivery note number so that you can check against records on invoices later. A record of the delivery will be kept in the deliveries adjustment log accessed by clicking the %Switch View+Button.

### **12.6 *I've lost an ID tag and need to stop it being used – how do I do this ?***

On the web site select the %Vehicles+tab and use the search facility to find the vehicle to be Locked Out. The search can be against the ID Tag number, the vehicles Registration Number or its Fleet Number. Once the vehicle has been found, set the %Lockout+Checkbox. The tag will not now be usable on any site across the network. The vehicle in question will have to be issued with a new tag to fuel. (See next FAQ).

### **12.7 *How do I transfer an existing vehicle to a new ID Tag ?***

This is very simple. On the web site find the vehicle associated with the lost tag using the search facility which can find the vehicle using registration number, fleet number or the lost tag number. Once found, select the %Edit+button and feed the details of the new ID Tag or card for that vehicle in to the %Vehicle Number+box. All transactions associated with the new ID Tag or Card will be allocated to that vehicle and the ones using the old tag will also remain for reporting purposes.



### 13.1 Fleet data gathering form.

### 13.1 Fleet data gathering form.

Version 1.63

## 14 Appendix 2 – Report Examples.

### 14.1 Transaction report

| Transaction Listing |         |                                      |                 |                       |                       |      |         |        |       |       |         |
|---------------------|---------|--------------------------------------|-----------------|-----------------------|-----------------------|------|---------|--------|-------|-------|---------|
| Report Name :       |         | 23/07/2008 00:00 To 24/07/2008 23:59 |                 |                       |                       |      |         |        |       |       |         |
| Report Span :       |         | None                                 |                 |                       |                       |      |         |        |       |       |         |
| Filter(s) :         |         | None                                 |                 |                       |                       |      |         |        |       |       |         |
| Date/Time           | Vehicle | Vehicle Reg                          | User ID         | Depot                 | Pump                  | Data | Litres  | Code   | Dist. | MEG   | Cost    |
| 24/07/2008 14:34    | FLT0088 | MX07 GTV                             | 00007           | Bloggs Haulage 2 Dsl  | Bloggs Haulage 2 Dsl  |      | 48.80   | 0      | 0     | 0.00  | 53.70   |
| 24/07/2008 14:59    | FLT0104 | PACK HOUSE                           | 07072           | Bloggs Haulage 1 Dsl  | Bloggs Haulage 1 Dsl  |      | 29.30   | 0      | 0     | 0.00  | 32.38   |
| 24/07/2008 15:04    | FLT0017 | EP02 TYU                             | ANDREW SUTTON   | Bloggs Haulage 1 Dsl  | Bloggs Haulage 1 Dsl  | 8    | 39.60   | 178999 | 289M  | 30.84 | 44.09   |
| 24/07/2008 15:21    | FLT0051 | OP64 AYL                             | DON TOMLINSON   | Bloggs Haulage 1 Dsl  | Bloggs Haulage 1 Dsl  | 8    | 39.30   | 674139 | 131K  | 8.36  | 43.43   |
| 24/07/2008 15:22    | FLT0051 | OP64 AYL                             | DON TOMLINSON   | Bloggs Haulage 2 Goll | Bloggs Haulage 2 Goll | 8    | 18.60   | 0      | 0     | 0.00  | 18.23   |
| 24/07/2008 15:47    | FLT0070 | FP05 FFR                             | SIMON CAMPBELL  | Bloggs Haulage 2 Goll | Bloggs Haulage 2 Goll |      | 200.20  | 0      | 0     | 0.00  | 221.22  |
| 24/07/2008 15:50    | FLT0070 | FP05 FFR                             | SIMON CAMPBELL  | Bloggs Haulage 2 Goll | Bloggs Haulage 2 Goll |      | 200.20  | 0      | 0     | 0.00  | 221.22  |
| 24/07/2008 15:58    | FLT0054 | OP64 AYP                             | CYRIL WILKINSON | Bloggs Haulage 1 Dsl  | Bloggs Haulage 1 Dsl  | 33   | 325.20  | 703752 | OK    | 0.00  | 359.35  |
| 24/07/2008 16:00    | FLT0054 | OP64 AYP                             | CYRIL WILKINSON | Bloggs Haulage 2 Goll | Bloggs Haulage 2 Goll | 33   | 80.30   | 0      | 0     | 0.00  | 88.73   |
| 24/07/2008 16:09    | FLT0082 | NP06 GJX                             | BOB WILKINSON   | Bloggs Haulage 1 Dsl  | Bloggs Haulage 1 Dsl  | 2008 | 274.70  | 552431 | 2098K | 21.56 | 303.54  |
| 24/07/2008 16:11    | FLT0082 | NP06 GJX                             | BOB WILKINSON   | Bloggs Haulage 2 Goll | Bloggs Haulage 2 Goll | 2    | 38.60   | 0      | 0     | 0.00  | 42.65   |
| 24/07/2008 16:44    | FLT0058 | OP64 AYW                             | ALWYN DAVIES    | Bloggs Haulage 1 Dsl  | Bloggs Haulage 1 Dsl  | 111  | 170.00  | 669152 | 698K  | 8.76  | 187.95  |
| 24/07/2008 16:46    | FLT0058 | OP64 AYW                             | ALWYN DAVIES    | Bloggs Haulage 2 Goll | Bloggs Haulage 2 Goll | 111  | 78.60   | 0      | 0     | 0.00  | 86.85   |
| 24/07/2008 17:12    | FLT0087 | JF55 CNT                             | 08043           | Bloggs Haulage 1 Dsl  | Bloggs Haulage 1 Dsl  | 0    | 136.30  | 487248 | 300K  | 6.20  | 150.61  |
| 24/07/2008 17:33    | FLT0088 | JF55 YXV                             | EDWARD CUNLIFFE | Bloggs Haulage 1 Dsl  | Bloggs Haulage 1 Dsl  | 0    | 325.60  | 425619 | 1663K | 13.56 | 359.79  |
| 24/07/2008 17:50    | FLT0049 | OP64 AYJ                             | DAVE WILLIAMS   | Bloggs Haulage 2 Goll | Bloggs Haulage 2 Goll | DF34 | 80.50   | 0      | 0     | 0.00  | 88.95   |
| Report Summary      |         |                                      |                 |                       |                       |      | 8877.00 |        |       |       | 7599.14 |
| Diesel Summary      |         |                                      |                 |                       |                       |      | 2033.60 |        |       |       | 2247.33 |
| Gas Oil Summary     |         |                                      |                 |                       |                       |      |         |        |       |       |         |

Date 24/07/2008 17:51:10

Page 3 Of 3

## 14.2 Vehicle fuel usage report

| Report Name : Vehicle Fuel Usage                   |            |       |        |        |        |          |       |        |        |
|--|------------|-------|--------|--------|--------|----------|-------|--------|--------|
| Report Span : 23/07/2008 00:00 To 24/07/2008 23:59 |            |       |        |        |        |          |       |        |        |
| Filter(s) : None                                   |            |       |        |        |        |          |       |        |        |
| Veh Fleet  | Veh reg    | Grade | Litres | Open   | Close  | Distance | MPG   | L/100K | Cost   |
| Fleet Group =                                      |            |       |        |        |        |          |       |        |        |
| UNKNOWN  | UNKNOWN    | Dsl   | 122.80 | 0      | 0      | 0        | 0.00  | 0.00   | 135.70 |
| UNKNOWN  | UNKNOWN    | Gol   | 24.60  | 0      | 0      | 0        | 0.00  | 0.00   | 14.88  |
| Summary  |            |       |        |        |        |          |       |        |        |
| Diesel Summary                                     |            |       | 122.80 |        |        |          |       |        | 135.70 |
| Gas Oil Summary                                    |            |       | 24.60  |        |        |          |       |        | 14.88  |
| Fleet Group = NIGHT MOVES FLEET                    |            |       |        |        |        |          |       |        |        |
| FLT0070  | FP05 FFR   | Gol   | 613.10 | 0      | 0      | 0        | 0.00  | 0.00   | 370.92 |
| FLT0088  | PN08 JCB   | Gol   | 41.90  | 0      | 0      | 0        | 0.00  | 0.00   | 25.35  |
| FLT0028  | FP05 CNJ   | Gol   | 273.10 | 0      | 0      | 0        | 0.00  | 0.00   | 165.22 |
| FLT0017  | EP02 TYU   | Dsl   | 39.90  | 178130 | 178399 | 269M     | 30.64 | 9.24   | 44.09  |
| FLT0018  | FP02 MNN   | Dsl   | 70.00  | 234838 | 235356 | 518M     | 33.64 | 8.40   | 77.35  |
| FLT0021  | FP55 EVL   | Dsl   | 53.60  | 57180  | 57672  | 492M     | 41.73 | 6.78   | 59.23  |
| FLT0030  | KP52 AZD   | Dsl   | 39.70  | 98184  | 98679  | 495M     | 56.70 | 4.99   | 43.87  |
| NIGHT MOVES FLEET Summary                          |            |       |        |        |        |          |       |        |        |
| Diesel Summary                                     |            |       | 203.20 |        |        |          |       |        | 224.54 |
| Gas Oil Summary                                    |            |       | 928.10 |        |        |          |       |        | 561.49 |
| Fleet Group = RAPID MOVE FLEET                     |            |       |        |        |        |          |       |        |        |
| FLT0029  | FP05 FFE   | Gol   | 243.10 | 0      | 0      | 0        | 0.00  | 0.00   | 147.08 |
| FLT0020  | GARAGE     | Gol   | 79.40  | 0      | 0      | 0        | 0.00  | 0.00   | 48.04  |
| FLT0007  | FP07 MWJ   | Dsl   | 81.20  | 0      | 0      | 0        | 0.00  | 0.00   | 89.73  |
| FLT0008  | EP57 NCN   | Dsl   | 49.40  | 24000  | 24000  | 0M       | 0.00  | 0.00   | 54.59  |
| FLT0046  | OP54 AYF   | Gol   | 146.30 | 0      | 0      | 0        | 0.00  | 0.00   | 88.52  |
| FLT0043  | OP54 AYC   | Gol   | 18.70  | 0      | 0      | 0        | 0.00  | 0.00   | 11.31  |
| FLT0049  | OP54 AYJ   | Gol   | 104.80 | 0      | 0      | 0        | 0.00  | 0.00   | 63.40  |
| FLT0051  | OP54 AYL   | Gol   | 33.10  | 0      | 0      | 0        | 0.00  | 0.00   | 20.02  |
| FLT0053  | OP54 AYN   | Gol   | 62.10  | 0      | 0      | 0        | 0.00  | 0.00   | 37.57  |
| FLT0054  | OP54 AYP   | Dsl   | 325.20 | 708511 | 703752 | 0K       | 0.00  | 0.00   | 359.35 |
| FLT0054  | OP54 AYP   | Gol   | 80.30  | 0      | 0      | 0        | 0.00  | 0.00   | 48.58  |
| FLT0056  | OP54 AYU   | Dsl   | 281.50 | 0      | 0      | 0        | 0.00  | 0.00   | 311.06 |
| FLT0056  | OP54 AYU   | Gol   | 22.60  | 0      | 0      | 0        | 0.00  | 0.00   | 13.67  |
| FLT0058  | OP54 AYW   | Gol   | 97.90  | 0      | 0      | 0        | 0.00  | 0.00   | 59.23  |
| FLT0060  | NP05 GJU   | Gol   | 54.90  | 0      | 0      | 0        | 0.00  | 0.00   | 33.22  |
| FLT0062  | NP05 GJX   | Gol   | 38.60  | 0      | 0      | 0        | 0.00  | 0.00   | 23.35  |
| FLT0068  | JF55 YXV   | Dsl   | 428.70 | 0      | 425819 | 0        | 0.00  | 0.00   | 473.72 |
| FLT0104  | PACK HOUSE | Dsl   | 29.30  | 0      | 0      | 0        | 0.00  | 0.00   | 32.38  |
| FLT0086  | MX07 GTY   | Gol   | 99.30  | 0      | 0      | 0        | 0.00  | 0.00   | 60.07  |
| FLT0077  | M692 XBV   | Dsl   | 91.70  | 179806 | 179860 | 54K      | 1.64  | 169.81 | 101.33 |
| FLT0067  | JF55 CNT   | Dsl   | 136.30 | 486948 | 487248 | 300K     | 6.20  | 45.43  | 150.61 |
| FLT0059  | OP54 AYL   | Dsl   | 251.30 | 805874 | 806485 | 611K     | 6.85  | 41.13  | 277.69 |
| FLT0050  | OP54 AYK   | Dsl   | 114.60 | 710249 | 710574 | 325K     | 7.97  | 35.26  | 126.63 |
| FLT0116  | JF55 TED   | Dsl   | 243.70 | 317625 | 318316 | 691K     | 8.00  | 35.27  | 269.29 |
| FLT0058  | OP54 AYW   | Dsl   | 327.50 | 658204 | 659152 | 948K     | 8.17  | 34.55  | 361.89 |
| FLT0053  | OP54 AYN   | Dsl   | 429.80 | 663808 | 665113 | 1305K    | 8.57  | 32.93  | 474.93 |
| FLT0033  | JF55 HNN   | Dsl   | 149.20 | 458551 | 459014 | 463K     | 8.74  | 32.22  | 164.87 |
| FLT0060  | NP05 GJU   | Dsl   | 289.60 | 582882 | 583857 | 975K     | 9.50  | 29.70  | 320.01 |
| FLT0042  | OP54 AYB   | Dsl   | 84.50  | 659898 | 660203 | 305K     | 10.17 | 27.70  | 93.37  |
| FLT0049  | OP54 AYJ   | Dsl   | 353.80 | 671393 | 672731 | 1338K    | 10.68 | 26.44  | 390.95 |
| FLT0037  | GP51 EWL   | Dsl   | 75.40  | 121074 | 121274 | 200M     | 12.06 | 23.49  | 83.32  |

### 14.3 Pump throughputs report

|  |             |              |                  |                    |              |
|--|-------------|--------------|------------------|--------------------|--------------|
| Report Name : Pump Throughputs                     |             |              |                  |                    |              |
| Report Span : 23/07/2008 00:00 To 24/07/2008 23:59 |             |              |                  |                    |              |
| Filter(s) : None                                   |             |              |                  |                    |              |
| <u>Depot</u>                                       | <u>Pump</u> | <u>Grade</u> | <u>Accounted</u> | <u>Unaccounted</u> | <u>Total</u> |
| Bloggs Haulage                                     | 1           | Diesel       | 7035.20          | 0.00               | 7035.20 L    |
| Bloggs Haulage                                     | 2           | Gas Oil      | 2033.80          | 0.00               | 2033.80 L    |
| Report Summary                                     |             |              |                  |                    |              |
| Diesel Summary                                     |             |              |                  |                    | 7035.20      |
| Gas Oil Summary                                    |             |              |                  |                    | 2033.80      |

## 14.4 Driver assignment report

|                    |                          |
|--------------------|--------------------------|
| Report Name :      | Driver Assignment        |
| Filter(s) :        | None                     |
| <hr/>              |                          |
| <u>User Number</u> | <u>User ID</u>           |
| 00600              | PETE SHEPHERD            |
| 00635              | PETER BOOTH              |
| 00569              | PETER FORMSTONE          |
| 08044              | PETER WYLAND             |
| 02041              | PHIL OWEN                |
| 00641              | RAF PECCERILLO           |
| 08005              | RAY ALMOND               |
| 00797              | RAY LOMAX                |
| 00423              | RICHARD KIRK             |
| 08027              | RICHARD OGDEN            |
| 00389              | ROBERT CROPPER           |
| 01473              | ROBERT GRABOWSKI         |
| 06733              | ROBERT SHARROCK          |
| 01433              | ROBERT SPENCER           |
| 01432              | RUSSELL MILNER           |
| 02002              | SALLY TOMLINSON          |
| 00570              | SAM KENWORTHY            |
| 00807              | SHANE LEATHER            |
| 08017              | SHAUN ALMOND             |
| 00812              | SHAUN BALL               |
| 01438              | SIMON CAMPBELL           |
| 09101              | SIMON TREWIN             |
| 02045              | STEVE BLOKE CARTER       |
| 08030              | STEVE GENT               |
| 02006              | STEVE HOLLIS             |
| 00761              | STEVE LIVESY             |
| 00728              | STEVE OVERTON            |
| 00602              | STEVE POTTER             |
| 02024              | STEVE SHEILDS            |
| 00613              | STEVE YOUNG              |
| 08007              | STUART FINCH             |
| 00025              | STUART JUST              |
| 00428              | THOMAS WILKINSON         |
| 00436              | TOMAS MARO               |
| 00470              | TOMASZ WABICH            |
| 08051              | TRAVOR HILL              |
| 02017              | WENDY NORTON             |
| 08052              | WILLIAM COOKSON          |
| 08025              | WILLIAM MCIVOR           |
| 00507              | WILLIAM ORMROD           |
| <hr/>              |                          |
| Page 3 Of 3        | Date 24/07/2008 18:03:42 |

## 14.5 Vehicle assignment report

| Report Name :         | Vehicle Assignment |                     |
|-----------------------|--------------------|---------------------|
| Filter(s) :           | None               |                     |
| <u>Vehicle Number</u> | <u>Fleet</u>       | <u>Registration</u> |
| 0000300049            | FLT0049            | OP54 AYJ            |
| 0000300050            | FLT0050            | OP54 AYK            |
| 0000300051            | FLT0051            | OP54 AYL            |
| 0000300052            | FLT0052            | OP54 AYM            |
| 0000300053            | FLT0053            | OP54 AYN            |
| 0000300054            | FLT0054            | OP54 AYP            |
| 0000300055            | FLT0055            | OP54 AYT            |
| 0000300056            | FLT0056            | OP54 AYU            |
| 0000300058            | FLT0058            | OP54 AYW            |
| 0000300059            | FLT0059            | OP54 AYW            |
| 0000300060            | FLT0060            | NP05 GJU            |
| 0000300061            | FLT0061            | NPN05 GJV           |
| 0000300062            | FLT0062            | NP05 GJX            |
| 0000300063            | FLT0063            | MX55 SNC            |
| 0000300064            | FLT0064            | JF55 HNH            |
| 0000300065            | FLT0065            | JF55 HNM            |
| 0000300066            | FLT0066            | JF55 HNN            |
| 0000300067            | FLT0067            | JF55 CNT            |
| 0000300068            | FLT0068            | JF55 YXV            |
| 0000300069            | FLT0069            | N852 FDA            |
| 0000300070            | FLT0070            | FP05 FFR            |
| 0000300071            | FLT0071            | V409 DFR            |
| 0000300072            | FLT0072            | M165 TWG            |
| 0000300073            | FLT0073            | PN57 YWE            |
| 0000300074            | FLT0074            | N852 CSC            |
| 0000300075            | FLT0075            | OP54 HAM            |
| 0000300076            | FLT0076            | K598 GPW            |
| 0000300077            | FLT0077            | M692 XBV            |
| 0000300078            | FLT0078            | R569 ESF            |
| 0000300079            | FLT0079            | R852 CVU            |
| 0000300080            | FLT0080            | R634 CVU            |
| 0000300081            | FLT0081            | R621 ORB            |
| 0000300082            | FLT0082            | R450 PDB            |
| 0000300083            | FLT0083            | F99 WFFV            |
| 0000300084            | FLT0084            | OP56 AHV            |
| 0000300086            | FLT0086            | MX07 GTY            |
| 0000300087            | FLT0087            | OP54 AYW            |
| 0000300088            | FLT0088            | PN08 JCB            |
| 0000300089            | FLT0089            | LP05 SXT            |
| 0000300090            | FLT0090            | OP53 MWA            |
| 0000300091            | FLT0091            | R432 FRR            |
| 0000300092            | FLT0092            | NP05 HFV            |
| 0000300093            | FLT0093            | L141 NRH            |
| 0000300104            | FLT0104            | PACK HOUSE          |
| 0000300110            | FLT0110            | GD02 VHB            |
| 0000300111            | FLT0111            | HIRE UNIT           |

Page 2 Of 3

Date 24/07/2008 18:06:55

## 14.6 Group fuel usage report

Report Name : Group Fuel Usage  
Report Span : 23/07/2008 00:00 To 24/07/2008 23:59  
Filter(s) : None

| <u>Fleet Group</u> | <u>Grade</u> | <u>Litres</u> | <u>Cost</u> |
|--------------------|--------------|---------------|-------------|
|                    | Dsl          | 122.80        | 135.70      |
|                    | Goil         | 24.60         | 14.88       |
| NIGHT MOVES FLEET  | Dsl          | 203.20        | 224.54      |
| NIGHT MOVES FLEET  | Goil         | 928.10        | 561.49      |
| RAPID MOVE FLEET   | Dsl          | 6709.20       | 7413.71     |
| RAPID MOVE FLEET   | Goil         | 1081.10       | 654.06      |
| Report Summary     |              |               |             |
| Diesel Summary     |              | 7035.20       | 7773.95     |
| Gas Oil Summary    |              | 2033.80       | 1230.43     |

## 15 Appendix 3

### 15.1 Transaction alarm codes

#### Fuelling Records

|                                  |    |
|----------------------------------|----|
| Unauthorised (override) fuelling | UF |
| Odometer override                | OO |
| Null delivery                    | ND |
| Power failed while fuelling      | PF |
| Null delivery cutoff             | NC |

#### Engineer/Manger Events

|                              |    |
|------------------------------|----|
| Stock entry                  | SE |
| Tank dip                     | TD |
| Pump enabled                 | PE |
| Pump disabled                | PD |
| Vehicle locked locally       | VL |
| User locked locally          | UL |
| Vehicle unlocked locally     | VU |
| User unlocked locally        | UU |
| Powerfail at FMU (when idle) | PF |
| Pump flow test               | FT |

|                |    |
|----------------|----|
| Fueller logon  | F1 |
| Fueller logoff | F2 |

#### Server declined vehicle or driver access

|               |    |
|---------------|----|
| Access denied | AD |
|---------------|----|

#### Invalid Vehicle/User ID

|  |    |
|--|----|
| Attempted use of locked out user id    | LU |
| Attempted use of locked out vehicle id | LV |
| Vehicle card has expired               | XV |
| User card has expired                  | XU |
| Fuel limit exceeded                    | FX |
| Invalid vehicle                        | IV |
| Invalid user                           | IU |
| Invalid manager                        | IM |
| Invalid engineer                       | IE |
| Unknown vehicle fuelled                | UV |
| Unknown driver fuelled                 | UD |

#### PC Functions

|                    |    |
|--------------------|----|
| Manual fuel entry  | MF |
| Imported from file | FI |
| Offsite fuel entry | OF |

#### Transaction Editor

|                                   |     |
|-----------------------------------|-----|
| Modified using transaction editor | xx! |
|-----------------------------------|-----|

(Where xx is one of the above codes or blank for a standard fuelling record. When a record has been modified using the transaction edit facility, this is indicated by adding ~~xx~~ to the existing alarm code. For example, a modified override fuelling record would be ~~UF~~!qA modified standard fuelling record would simply be ~~UF~~!)